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Executive Reg. y

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Revised T/O for Transportation Division, P&SO

REFERENCES: (Attached as Tabs)

- Tab 1 - Staff Study, P&SO, 28 August 1952, "Proposed Transportation Division Reorganization and T/O".
- Tab 2 - Revised Transportation Division organizational structure and T/O listing.
- Tab 3 - Memos, O&M Services, 5 September and 15 September 1952, commenting on original and revised T/O proposals respectively.
- Tab 4 - Memo, Comptroller, 3 October 1952, commenting upon staff study and revised T/O.
- Tab 5 - Memo, Chief, General Services, 26 September 1952, "Change in T/O and Ceiling for the Office of General Services".
- Tab 6 - Memo, Chief, P&SO, 30 September 1952, "Transportation Division - Status of Reorganization".

25X1 1. Tab 1 proposes a reorganization of the Transportation Division and an increase in T/O authorization from [] Personnel Office records and memo, Office General Services, 26 September 1952 (Tab 5), indicate that the current Transportation Division T/O consists of only [] positions.

2. Tab 2 depicts a complete change in organizational structure and T/O listing not contemplated in the original staff study. These changes were brought about as result of subsequent organization and T/O discussions and further negotiation between the Chiefs, OGS and P&SO. The changed organization and T/O has been concurred in by OGS, P&SO, O&M Services, and the Personnel Office.

3. Tab 3 represents two O&M concurrences. The first, dated 5 September 1952, concurs tentatively with the original proposal, with the exception of 10 auto mechanic type positions, to permit immediate recruitment of personnel. The second, dated 15 September 1952, tentatively concurs with the revised organization and T/O (Tab 2). The subject memos offer to advise and assist the new chief in the establishment of a proper organization and T/O. However, they withhold final concurrence pending a complete study of the Division by O&M personnel.

25X1 4. Tab 4 discusses the proposed [] increase from a budgetary viewpoint and indicates that the revised T/O, as submitted, would necessitate a request to the Budget Bureau for an increase in positions and funds beyond the allowances established for the Transportation Division for FY 1953. The Comptroller points out that the P&SO has not presented sufficient justification for the proposed [] positions which represent a 128% increase over the current T/O. Further, that in view of the leveling

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off stage reached by the Agency at this time, the requested increase is not warranted. Finally, he assumes that a 50% to 60% increase, at this time, should be sufficient. However, he indicates that if experience proves such an increase to be insufficient, additional increases can be granted as justified by increased workload.

25X1 5. Tab 5, among other things, discusses the agreement between the Office of General Services and the Procurement and Supply Office to transfer 17 truck driver positions from the former to the latter Office. This results in a present Transportation Division T/O of [] positions including [] transferred per CIA Notice [] 25X1

6. Tab 6 discusses the progress made by 30 September 1952, with respect to the reorganization of the Transportation Division. It indicates that excellent cooperation has been afforded by the Personnel Office and the O&M Services. Further, that the position of Chief of the Division has been filled in an acting capacity by [] [] several key positions have been filled by the transfer of qualified personnel within the agency; and that action is also being initiated to fill all other vacancies by recruitment. Finally, that the preparation of SOP's and the development of a procedures manual has begun and is being accomplished as rapidly as possible. 25X1 25X1

7. It is recommended that the titles and grades of the positions listed in the revised T/O proposal (Tab 2) be approved. Further, that the Comptrollers comments be considered in determining the authorized strength of the division.

25X1 [] [] Assistant Director (Personnel) 25X1

6 Attachments
As stated

Action by Approving Authority

Date 24 October 1952
T/O & Ceiling Approved (~~Disapproved~~),
exceptions, if any

With the understanding that this approval in no way prejudices current discussions through which we expect to reduce FY 54 T/O's and ceilings.

25X1 [] Assistant Deputy Director
(Administration)

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